

STATE OF CALIFORNIA
TRAVEL EXPENSE CLAIM
STD 262 (REV 6/93)

See Instructions and *Privacy
Statement on Reverse Side

Page 1 of 1 Pages

CLAIMANT'S NAME Phyllis W. Cheng			SSAN OR EMPLOYEE NUMBER*			DEPARTMENT DFEH		
POSITION Director		CB/ID NUMBER Exempt		DIVISION OR BUREAU Executive			INDEX NUMBER	
RESIDENCE ADDRESS*				HEADQUARTERS ADDRESS 2218 Kausen Drive				TELEPHONE NUMBER 916-478-7250
CITY [REDACTED]		STATE CA		ZIP CODE [REDACTED]		CITY Elk Grove		STATE CA
								ZIP CODE 95758

(1) MONTH/YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2) DATE	TIME			BREAK-FAST	LUNCH	O.T., LT N/C RELO OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PARKING	(D)			
											MILES	AMOUNT		
October 09		Marina del Rey												
10/05	0800-1700										36	19.80	19.80	
10/07	1400-1600	Folsom							SC					
10/20	0600-1700	San Diego												
10/22	0800-1700	Los Angeles					2.50	B					2.50	
10/23	0600	Berkeley												
10/24	2100													
10/28	1200	Walnut Creek	91.14		10.00	18.00			SC	4.00			123.14	
10/29	1230			6.00			6.00						12.00	
10/30	0800-1700	Los Angeles					2.50						2.50	
(10) SUBTOTALS			91.14	6.00	10.00	18.00	6.00	5.00		4.00	36	19.80	159.94	
COLUMN CODE (ACCTG USE ONLY)														

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (attach receipts/vouchers when required)

All airfare paid by employee at her own private expense.
10/5: NFHTA Seminar on lending discrimination - keynote speaker
10/7: Caltrans Employment Law Conference presentation
10/20: SHRM California Legislative Conference presentation. SHRM reimbursed travel.
10/22: Los Angeles Office to meet with Deputy Director of Housing
10/23: State Bar Labor & Employ Law section presentations. State Bar reimbursed travel.
10/28: Contra Costa Bar Association - sex discrimination presentation, speaker
10/30: Los Angeles Office visit and meeting with Attorney General's Office

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

(12) NORMAL WORK HOURS

0800-1700

(13) PRIVATE VEHICLE LICENSE NBR.

6ATW241

(14) MILEAGE RATE CLAIMED

.55

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NBR.

CLAIMANT'S SIGNATURE

[REDACTED]

DATE

12/15/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

[REDACTED]

DATE

12/18/09

(17) SPECIAL EXPENSE AUTHORIZATION-SIGNATURE and TITLE (See Item 17 on reverse)

[REDACTED]

DATE

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[REDACTED]				2218 Kausen Drive				916-478-7250	
CITY [REDACTED]		STATE CA		CITY Elk Grove		STATE CA		ZIP CODE 95758	

(1)MONTH/YEAR		(3)	(4)	(5)MEALS			(6)	(7)TRANSPORTATION					(8)	(9)
November 09		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	BREAK- FAST	LUNCH	O.T., L/T N/C RELO OR DINNER	INCIDENTALS	(A)	(B)	(C)	(D)		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME							COST OF TRANS	TYPE USED	CARFARE TOLLS, PARKING	PRIVATE CAR USE			
											MILES	AMOUNT		
11/05	0800-1700	Los Angeles						2.50	B					2.50
11/09	0800-1700	Los Angeles						2.50	B		30	16.50		19.00
11/11		Los Angeles											87.79	87.79
11/17	0800-1700	Los Angeles									20	11.00		11.00
11/19	1500	Walnut Creek	91.14			18.00			sc	4.00				113.14
11/20	1700			6.00	10.00		6.00							22.00
11/24	0800-1700	Los Angeles						2.50	B					2.50

CLAIM TOTAL

\$ 257.93

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (attach receipts/vouchers when required)

All airfare paid by employee at her own private expense.
11/5: ERTSC Conference - FEHA 50th Anniversary, speaker
11/9: SouthWestern Univ. School of Law - presentation re FEHA 50th; UCLA Law School Government reception
11/11: Purchased replacement powercord for DFEH laptop
11/17: L.A. Office visit; Beverly Hills Bar Association presentation
11/19-20: Contra Costa County Bar Assoc - NCERT/FEHA 50th Anniversary, keynote speaker
11/24: L.A. Office visit and meeting with Court of Appeal attorneys

(12) NORMAL WORK HOURS

0800-1700

(13) PRIVATE VEHICLE LICENSE NBR.

6ATW241

(14) MILEAGE RATE CLAIMED

.55

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NBR.

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CLAIMANT'S SIGNATURE



DATE

12/15/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT



DATE

12/30/09

(17) SPECIAL EXPENSE AUTHORIZATION-SIGNATURE and TITLE (See Item 17 on reverse)



DATE